



State of Louisiana
DIVISION OF ADMINISTRATION
OFFICE OF STATE UNIFORM PAYROLL

M. J. "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

July 17, 2001

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2002-05

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: Annual and Compensatory Leave Reports

The Fiscal Year 2000/2001 Annual Leave Liability Report and 1.5 FLSA Compensatory Leave Liability Report for your agency are attached. These reports include the same information that was provided on the UPS reports. An additional column "HRS Taken" has been added to comply with requirements from the Office of Statewide Reporting and Accounting Policy. This column includes the number of hours that have been taken during this fiscal year. **For this fiscal year only, since the hours taken balance was not converted from UPS, the figure on the report only reflects the leave hours taken since 3/19/2001.**

OSUP has produced this report for all agencies this year. In the future, agencies will be responsible for producing these reports. The reports can be produced at any time through ISIS HR using transaction code ZP112 (Leave Liability Report). On-line help does provide information for this transaction.

DO NOT discard these reports. File and keep available for the Legislative Auditor's annual review of your agency.

If you have any questions, please contact a member of the Wage and Tax Administration Unit:

Rhonda Desselle	(225) 342-8928	Rachel Bryant	(225) 342-1651
Cindy McClure	(225) 342-1652	Andrea Hubbard	(225) 342-0715

JWC:APH:kmb

Attachments

c: Legislative Auditor